

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM  AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	ISSUED  3/12	REVISED	CHAPTER  8	SECTION  8.5
CHAPTER Chapter 8. The Monitoring Visit		SUBJECT Non-Profit Food Service			

All CACFP reimbursement funds paid to an institution must be used solely for the food service operation. The Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition (MDHSS-BCFNA) Nutritionist will review expenditures and income to the Program for the review month to evaluate if the CACFP payment (monthly reimbursement) is being used solely for food service costs.

Itemized receipts for food and milk purchases and itemized documentation of food donations (from approved sources) will be reviewed. If food costs for the month are less than the CACFP reimbursement, the institution will be required to provide documentation of other food service costs such as food service labor, food service supplies, rent, and/or utilities. A simple record of revenues and expenditures is what is needed as long as the center is consistent with the guidance. If the total food service costs do not support the service of adequate, nutritious meals to participants, meals may be disallowed.

Reference: *At-Risk Afterschool Meals*; USDA/FNS June 2011